



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – Nelson J. Sabatini, Secretary

MEMORANDUM

To:

From: Personnel Services Administration

Date:

Re: Family Medical Leave

Our office has been informed of your need to take family/medical leave. This is to advise you that if you worked at least 1,250 hours in the previous 12 months, this period of leave is being designated as FMLA leave and will be counted against your FMLA leave entitlement of up to 12 weeks in a 12 month period. Please complete the attached **Family Medical Leave Act Request Forms Packet** and submit to your supervisor no later than 15 days after receipt of this notice.

During your period of FMLA leave, you are required to exhaust all accrued paid leave prior to using unpaid FMLA leave. You are expected to continue to follow the call in procedures established for your unit. You will be restored to the same job with the same pay, benefits, and terms and conditions of employment on your return from FMLA leave.

Your health insurance coverage will be maintained under the same conditions as if you continued to work. You are required to continue to pay your portion of the premium for your health insurance coverage. If you anticipate going into an unpaid leave status while on FMLA, please contact our office to arrange to have your health insurance continued during your period of unpaid FMLA leave. You still will only be responsible for your portion of the premium. Failure to make these payments may result in the cancellation of your health insurance coverage. If you have any other deductions from your pay (e.g., credit union and employee organizations), it will be your responsibility during any period of unpaid FMLA leave to arrange to pay these premiums directly with the provider.

If you have any questions regarding this information, please contact Brenda M. Scott, Administration Division, Personnel Services Administration, at (410) 767-5532.

cc: Supervisor
Personnel Officer
Medical File

(Rev. 6/03)